

# **Annual Performance Review Google Docs Tips - For Employees and Postdoctoral Scholars**

## **General Tips and Facts About Google Docs**

### **1. *Saving your text:***

- a. No need to look for a save option; Google Docs saves automatically every time you make changes.

## **Tips for Drafting Self Assessment**

### **1. *Accessing self assessment:***

- a. Check your email for the 2017 Performance Review Form, with the subject line "FY17 Self Assessment" and click on link in the email.
- b. Or, login to the Performance Review Website, [pmp.lbl.gov](http://pmp.lbl.gov).

### ***Entering accomplishments***

- a. In the white text box marked for employees, type in your accomplishments.
- b. Use of bullets is highly recommended.
- c. Use copy and paste from word documents or other Google Docs.
- d. When you leave Google Docs, it will save your text.

### **2. *Coming back to complete self assessment:***

- a. To continue working on your self assessment:
  - i. Click the link from your email,
  - ii. Or, login to the Performance Review Website, [pmp.lbl.gov](http://pmp.lbl.gov).

### **3. *Submitting your self assessment***

- a. Login to the Performance Review Website, [pmp.lbl.gov](http://pmp.lbl.gov).
- b. Click the "Finalize now" button.
- c. Click the "Submit" button.

\*Note: You will need to login to [pmp.lbl.gov](http://pmp.lbl.gov) in order to complete the process.

### **4. *Signing your completed review***

- a. Signatures are now done electronically through HelloSign
- b. After your supervisor has written your review and conducted your review discussion, look for an email with the subject line "[your name] 2017 Performance Review - Signature requested by Performance Management Process Team."
- c. Click the "Review & Sign" button in the email, which will take you to HelloSign to sign the review.
- d. After you have signed, the review will be routed to your supervisor for his/her signature.
- e. Once your supervisor has signed, you will both receive email copies of the signed review in pdf format in your email inbox.

## **FAQ's**

### **1. *Can I access last year's completed review with my supervisor's comments?***

- a. There will be a link to access last year's review on the Performance Review Website, in the "Your Performance Review Documents" section.

### **2. *Can I access it after it's completed?***

- a. You can view (only) the final self assessment. Go to the Performance Website and click the "view your final self assessment" button.

### **3. *Can I make changes once it's been completed?***

- a. No. Review your document thoroughly. Once you click "Submit" button, you cannot undo this action.